

Nebraska Department of Roads



Request for Proposal

Professional Engineering Services

Intelligent Transportation System Strategic Plan – Statewide Deployments

May 2013

GENERAL

In accordance with Nebraska Consultants' Competitive Negotiation Act (Neb.Rev.Stat. §81-1712), the Brooks Act (40 USC 544), and 23 CFR 172.5, the State of Nebraska, Department of Roads (NDOR), is issuing a Request for Proposal (RFP) for developing an **Intelligent Transportation System (ITS) Strategic Plan for ITS Deployments Statewide**. Qualified firms are invited to submit a proposal with a statement of qualifications as outlined below. The NDOR's website referred to in this document is located at www.roads.ne.gov/rfp/.

All consultants interested in doing work for the NDOR are strongly encouraged to review the NDOR's template standard engineering agreement and Insurance Requirements prior to responding to this RFP. These documents can be found on NDOR's website.

The NDOR is seeking expressions of interest from consulting firms who wish to be considered to provide professional engineering services to support the NDOR in preparing a Statewide ITS Strategic Plan. This will be a **State** contract that serves to support the NDOR for state funded services.

This Request for Proposal does not commit the NDOR to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. NDOR reserves the right to award contracts to more than one qualified firm, to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm or to modify or cancel in part or in its entirety the Request for Proposal, if it is in the best interest of the NDOR to do so.

BASIC SCOPE

Standard Work Category: 113 (Information regarding the Standard Work Categories can be found on NDOR's website).

The Consultant will develop an Intelligent Transportation System (ITS) Strategic Plan to provide a planning-level roadmap for ITS deployments statewide. Considerations will include both rural and urban areas, balancing the varying needs of both. The NDOR vision is to focus on a statewide system and prioritize projects using this approach.

The ITS strategic plan will be guided by stakeholder input. Stakeholders include NDOR Districts, NDOR Divisions, MPOs, Cities, Counties and others to be identified at the beginning of the plan. Travel to all regions of the State to assist with NDOR led stakeholder meetings will be required. The Consultant will prioritize stakeholder needs to develop an implementation plan. The plan will be developed to meet the following objectives:

- Address ITS elements under the jurisdiction of the NDOR
- Update the NDOR ITS Architecture to run concurrently with the Strategic Plan
- Identify NDOR ITS program priorities and recommend specific projects for implementation
- Follow a 10-15 year time horizon

The completed plan will consider the following:

- Performance measures
- Incorporation of other regional ITS plans
- Maintenance
- Planning for ongoing assessment of needs
- Commercial vehicle needs
- Multi-modal forms of transportation
- Improvement of driver safety

The ITS Strategic Plan deliverables will include draft and final study reports submitted to NDOR in electronic format. Additionally, the Consultant will take and provide to NDOR stakeholder meeting notes and other memorandums created throughout the study process. The deliverables will be submitted in Word and PDF formats. NDOR shall review and approve all deliverables.

Professional Qualifications

The consultant will provide a team of professional engineers (P.E.) experienced in ITS work. The lead Consulting firm and sub-consultants providing service shall have a minimum of 10 years of experience in the ITS industry.

DETAILS

It is anticipated that one (1) Consultant will be awarded the contract for this work. The State reserves the option to select a second consultant as an alternate. Typical contract agreements may be Cost Plus Fixed Fee, Lump Sum, or Maximum not to Exceed.

The NDOR reserves the right to abandon or terminate any contract at any time and either re-advertise services or utilize its own forces. The NDOR also reserves the right to accomplish services for future phases on all the above projects with the selected consultant, select another consultant, or utilize its own forces.

A minimum of three (3) consulting firms will be short-listed for interviews. The evaluation criteria to be used for the short-listing and final selection are outlined below.

EVALUATION CRITERIA

Short List (100 pts.)

1. Qualifications (35 points)

- a. Project manager and key team members are qualified to perform the work.
- b. A key team member has a transportation planning background.
- c. Firm's knowledge of NDOR's ITS system.
- d. Firm's knowledge of ITS Architecture.
- e. Qualifications and capability of key sub-consultants, if applicable.
- f. Knowledge and experience of the consultant's design team with this type of project.
- g. Applicability and relevance of comparable projects the consultant has performed to the work to be done under this RFP.

2. Performance Data (30 points)

- a. Performance evaluations for the firm and the study team with NDOR.
- b. Project performance and schedule adherence on previous projects with NDOR.
- c. Cooperation with NDOR staff on previous projects.
- d. If firm has no experience with NDOR, review information obtained from Consultant's references for Consultant's performance with other states, local governments, or appropriate clients.

3. Understanding of the Study (35 points)

- a. Consultant's demonstrated understanding of the key elements of the project.
- b. Consultant has demonstrated they are allocating appropriate and sufficient staff, resources and qualified sub-consultants to address the key elements of the project in a timely manner.

Final Selection (100 pts.)

1. Ability to Perform the Work (30 points)

- a. Consultant has demonstrated adequate staff, including sub-consultants, is available to complete the project in a one year time frame.
- b. Consultant has demonstrated the anticipated work effort for the work under this RFP fits within their current workload with NDOR and other clients.

2. Quality of Interview (35 points)

- a. Consultant's interview was clear and concise.
- b. Consultant adequately addressed evaluation factors and study issues.
- c. Consultant clearly and concisely answered committee questions.

3. Approach to the Project (35 points)

- a. Consultant demonstrated a clear understanding of the nature and scope of the project.
- b. Consultant recognized and identified special circumstances the project might present.
- c. Consultant demonstrated a logical approach to the project tasks and issues.

SCHEDULE OF ACTIVITIES

Schedule of Activities	Date (2013)	Time (CDT)
RFP Posted	May 22nd- June 12th	
Final Updates to RFP	June 5th	5:00 PM
DR Form 497 on File at NDOR	June 12th	5:00 PM
Drug-Free Workplace Policy on File	June 12th	5:00 PM
Proposals Due	June 12th	5:00 PM
Short-List Firms	June 24th	5:00 PM
Interview	July 9th	TBD
Post Final Selections	July 12th	5:00 PM

INSTRUCTIONS

Inclusion of a Disadvantaged Business Enterprises is not a requirement in the selection of a project team.

Please do not call or write NDOR staff for information regarding the services in this RFP. Email all inquiries/questions to Assistant Agreements Engineer, John Thomas, at: John.Thomas@nebraska.gov

The NDOR will not hold a briefing. All project related information is contained within this RFP and on the NDOR's website. If additional information is deemed necessary, it will be posted on the same web page as this RFP and will be labeled as "Update." Firms interested in this RFP are responsible for checking for updated information. No updates will be posted after **June 5, 2013.**

Other relevant information on NDOR's web site includes the following:

1. Nebraska Department of Roads Submittal Form
2. Standard Engineering Agreement
3. Drug Free Workplace Policy Example
4. DR Form 498, "Architect, Engineer, & Related Services Supplement to Statement of Qualifications"

Interested consultants must have a current DR Form 497, "Architect, Engineer, and Related Services Certification Form" on file with the NDOR prior to **June 12, 2013**.

While the "Drug-Free Workplace Policy" is not a submittal requirement, all firms must have an acceptable "Drug-Free Workplace Policy" on file prior to **June 12, 2013**.

SUBMITTAL OF PROPOSALS

Submittals are to include the following in the order given below:

1. Front cover to include the Prime Consultant, Subconsultants (if applicable), and title of project/service.
2. A letter of interest not to exceed two (2) pages.
3. The Department of Roads "Submittal Form 2013" must be filled out with respect to the prime and the subconsultants for all projects of interest to the consultant. If the form is not filled out with respect to each project of interest to the consultant, the State will assume the consultant is not interested in that project.
4. Organizational Chart not to exceed one (1) page.
5. A narrative responding to the established evaluation factors not to exceed ten (10) pages.
6. A maximum of ten (10) pages of additional supportive material such as charts, tables, resumes, or photos.
7. DR Form 498 not to exceed six (6) pages for the prime consultant and six (6) pages for each subconsultant. A separate DR Form 498 must be submitted for each subconsultant to be used.

Additional submittal requirements are:

1. All material in the submittal must be on 8½ x 11 paper printed on one (1) side, single or double spaced.
2. Submittal covers and dividers between the sections are allowed and not included in the page limit.
3. Fold-out pages are not allowed.
4. Submittals are to be spiral bound. No 3-ring binders.

Six (6) copies of the submittal must be sent to the following:

Agreements Engineer
Nebraska Department of Roads
Planning and Project Development Division
1500 Highway 2
PO Box 94759
Lincoln NE
PO Box ZIP Code: 68509-4759 Shipping ZIP Code: 68502

An electronic version of the Consultant's proposal is not a submittal requirement. Those firms short-listed will be asked to submit an electronic copy of their proposal in PDF format.

***All information must be received by 5:00 p.m. on June 12, 2013.
No exceptions to this deadline will be given.***

Interviews

The short-listed firms will be notified by telephone of the interview time and duration. Interviews will be capped at 30 minutes max; please allot at least 10 minutes for questions and answers. The NDOR will provide the short-listed firms with any prepared questions or topics to be addressed during the interview.

The NDOR will make every effort to post the short-listed firms and the interview schedule on the NDOR's website by **5:00 p.m. Monday, June 24, 2013.**

The NDOR's selection committees will conduct interviews with the short-listed firms on **July 9, 2013** at the Nebraska Department of Roads, Central Complex, Highway Commission Room 103, 1500 Highway 2, Lincoln, Nebraska.

Upon completion of all the interviews, and Director-State Engineer approval, the selected firms will be notified by telephone. The NDOR will make every effort to post the final selections on the NDOR's website by **5:00 p.m. on Friday, July 12, 2013.**

Randall D. Peters, P.E.
Director-State Engineer
Nebraska Department of Roads

EQUAL OPPORTUNITY EMPLOYER